

# DETA KEERTHANA

## HR MANAGER

### CONTACT

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- Vijayawada

### SKILLS

- People Management
- Talent Acquisition
- Conflict Resolution
- HR Strategy Execution
- Performance Management
- Employee Engagement
- Payroll & Compliance
- Onboarding & Orientation
- Exit & Retention Strategies
- Communication & Collaboration



### PROFILE

Dynamic and results-driven HR Manager with over 4 years of experience in strategic human resource management, talent acquisition, employee engagement, performance management, and policy implementation. Adept at aligning HR strategies with business goals to enhance organizational growth, employee productivity, and compliance. Proven ability to lead cross-functional teams and foster a culture of continuous improvement and inclusion.



### WORK EXPERIENCE

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|--|-----------------|
| Stails   | 03.2024-04.2025 |
| Showroom manager   |                 |
| <ul style="list-style-type: none"><li>Manage end-to-end recruitment processes including sourcing, screening, interviewing, and onboarding.</li><li>Collaborate with department heads to understand staffing needs and job requirements.</li><li>Provide support to managers in evaluating employee performance and setting KPIs.</li><li>Identify training needs and organize learning &amp; development programs.</li><li>Handle employee grievances, disciplinary actions, and conflict resolution.</li><li>Develop, implement, and update HR policies and procedures.</li><li>Ensure compliance with labor laws, safety regulations, and internal policies.</li><li>Oversee payroll processing, attendance management, and leave records.</li></ul> |                 |

## LANGUAGES

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- English
- Telugu
- Hindi

## EDUCATION

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Master of Business  
Adminstration

2018-2020

K L University

HR & Marketing

Bachelor of Business  
Adminstration

2015-2018

K L University

## TOOLS

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- CRM
- MS Office / Excel
- R- Programming



- Manage employee compensation, benefits, and statutory deductions.
- Plan and implement employee engagement activities and recognition programs.
- Monitor employee satisfaction and retention strategies.
- Plan and implement employee engagement activities and recognition programs.
- Ensure products are well-displayed and the showroom is clean and organized.

○ Laiton Crafts

01.2021-01.2024

HR-Team Lead

- Lead and supervise the HR team in daily operations and task delegation.
- Mentor junior HR staff and ensure timely execution of HR activities.
- Oversee the recruitment process, including job postings, shortlisting, interviews, and offer rollouts.
- Ensure a smooth onboarding process for new hires, including documentation and induction.
- Coordinate and guide the performance appraisal process.
- Assist managers in setting goals and reviewing employee performance.
- Address employee concerns, resolve conflicts, and foster a positive work culture.
- Supervise payroll processing and verify attendance and leave data.
- Coordinate with the finance department for salary disbursement and benefits administration.
- Act as a liaison between HR and other departments to ensure smooth communication.